

ADMINISTRATIVE OFFICE OF THE COURTS
HUMAN RESOURCES DIVISION

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ADMINISTRATIVE OFFICE OF THE COURTS
HUMAN RESOURCES DIVISION

New Hires, Promotions and Transfers

CHECK LIST

HIRING SUPERVISOR:

*The following should be submitted to the AOC/HR Division for every hire, by the hiring supervisor.
Thank you.*

COPY OF CURRENT JOB DESCRIPTION AND JOB POSTING	
<i>CANDIDATE SELECTED</i> - Hiring Documentation & Salary Placement Memo	
<i>CANDIDATE SELECTED</i> Competencies Form	
<i>CANDIDATE SELECTED</i> -Copy of Application, Diploma, Transcripts, References and Licensure, (if applicable).	
INTERVIEW NOTES FORM (Please attach interview questions.)	
<i>CANDIDATE SELECTED</i> - & <i>NOT SELECTED</i> - All interview notes.	
<i>APPLICANTS NOT SELECTED</i> - Copy of Application and all other documents submitted.	
<i>APPLICANTS NOT SELECTED</i> - Copy of Thank you Letters.. (Please attach to the front of the individual applications.)	
HR DIVISION TO COMPLETE TRACKING SHEET FOR APPROVALS.	

CC: Human Resources Recruitment File

Hiring Documentation & Salary Placement Memo

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TO: Lorri A. Ortega, Human Resource Director

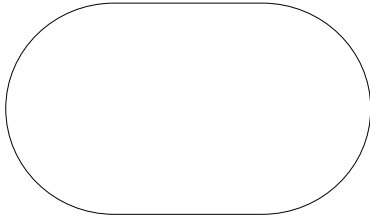
From: (Hiring Supervisor)

Thru: (Human Resource Analyst)

Date:

Subject: New Hire OR Salary Promotion Supporting documentation

Candidate's Name: _____ SSN: _____ Current Judicial Branch Employee: YES __ NO __ Current Job Classification, if applicable: _____ _____	Position Being Filled: Job Classification: _____ TOOL # _____ PERM # _____ FULL TIME OR PART TIME (Circle one)

Candidate's Current Hourly Rate: _____ <input type="checkbox"/> New Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Lateral Transfer	Position Pay Range <input type="text"/> Pay Range Min: _____ Range 100%: _____ 	Proposed Hourly Rate:  Proposed Start Date: _____
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cc: Human Resources Hiring File & Employee Personnel File.

CANDIDATE *SELECTED* COMPETENCIES

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CANDIDATE NAME: _____

Please complete for candidate selected, as it pertains to the position, interview questions and responses.

EDUCATIONAL BACKGROUND:
APPLICABLE KNOWLEDGE, SKILLS AND ABILITIES OF THE CANDIDATE:
APPLICABLE WORKING EXPERIENCE AND /OR DEMONSTRATED PERFORMANCE:
SALARY PLACEMENT: (80% minimum should be considered entry level for the position; up to 95% should be considered ability to perform at full competency.) Strengths & Weaknesses: <i>Additional notes may be attached, if necessary.</i>

Salary comparison with others in the same classification performing the same level duties::

Name	Hourly Rate

Additional sheets may be attached if necessary.

Attachments: Candidate application/resume, transcripts, licensure (*if applicable*).

cc: Human Resources Hiring File **ONLY**.

INTERVIEW NOTES

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LIST OF INDIVIDUALS PARTICIPATING IN INTERVIEW PANEL:

(A panel should have 3 or more participants.)

LIST OF INDIVIDUALS INTERVIEWED: (Include date & time.)

**PLEASE ATTACH A COPY OF INTERVIEW QUESTIONS AND
INTERVIEW NOTES FOR EVERY CANDIDATE INTERVIEWED.**

cc: Human Resources Hiring File **ONLY**.

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INTERVIEW NOTES REGARDING CANDIDATES INTERVIEWED

NOT SELECTED

Please complete for every candidate interviewed, but not selected, as it pertains to the position, interview questions and responses. Additional Sheets may be necessary for multiple interviews.

NAME: _____

Strengths:

Weaknesses:

Other Notes:

cc: Human Resources Hiring File **ONLY**.

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CONSIDERATIONS IN MAKING SALARY DECISIONS

PERFORMANCE: The candidate/employee should be paid based upon anticipated demonstrated performance, professional contribution, job skills and competencies as identified by the hiring supervisor, manager, and judge.

SALARY PLACEMENT: The candidate's/employee's appropriate placement within the salary pay range should reflect consideration of internal equity, budgetary limitations, market competitiveness and the business needs of the judicial branch. Appropriate placement is a value, established or anticipated, of a candidate/employee's contribution relative to the value of the full scope of duties and responsibilities of the job.

No candidate/employee will be paid at a salary below the minimum or above the maximum of a salary pay range unless provided for in the New Mexico Judicial Branch Personnel Rules. Subject to available funds and approval of the administrative authority, new employees may be hired up to the midpoint (100% compa-ratio) of the salary range when demonstrated recruitment/retention problem exists and/or a candidate has exceptional qualifications for the position.

APPROVALS: The AOC Human Resources Division Director and the Fiscal Division Director will review all hires prior to any employment offer. The final decision is made by the Administrative Authority, the AOC Director. No verbal job offers should be made without final approvals.

DOCUMENTATION OF SALARY REQUESTS: Each salary request should be documented on the Hiring Documentation & Salary Placement Form, and supported by associated documentation in the Hiring Package.

DISTRICT COURTS

Each district court will be held responsible for remaining within their current fiscal year budgetary limitations without any expectations of funding beyond the current level. The Administrative Authority for each court will make final hiring decisions.